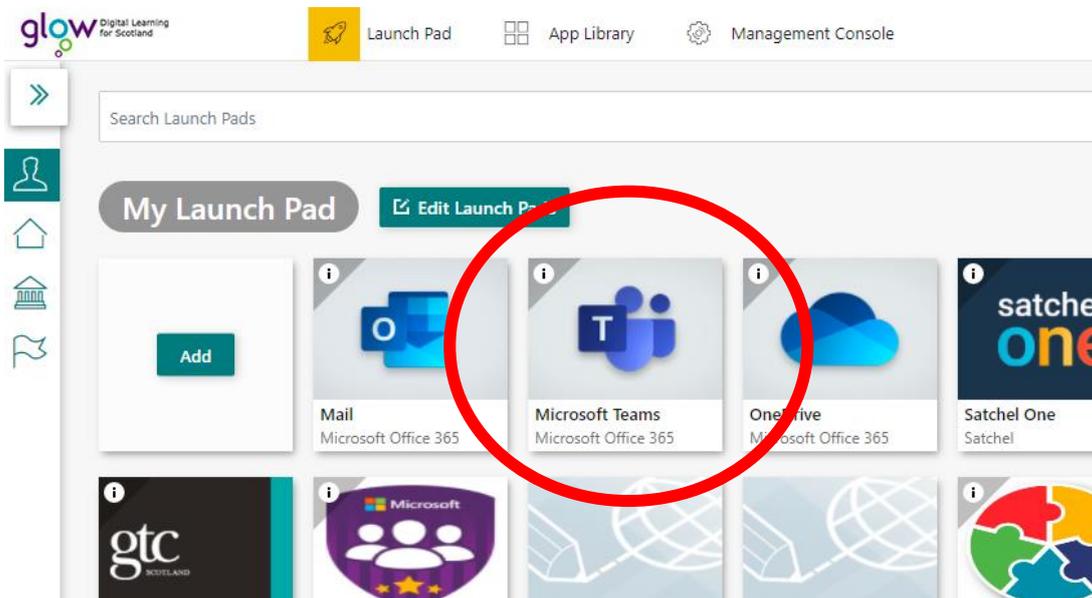




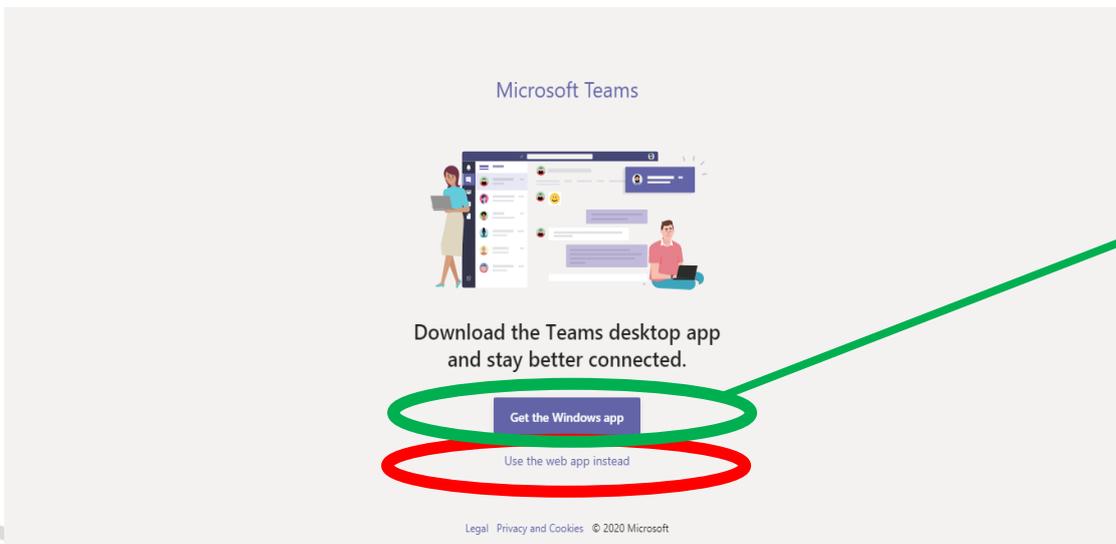
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Accessing Teams via Glow

Step 1 – Login to Glow and open up the Teams tile on your launchpad



Step 2 – If this page appears, select to 'use the web app instead'. *If you would like to have Teams on your desktop, you would select to download the app.*

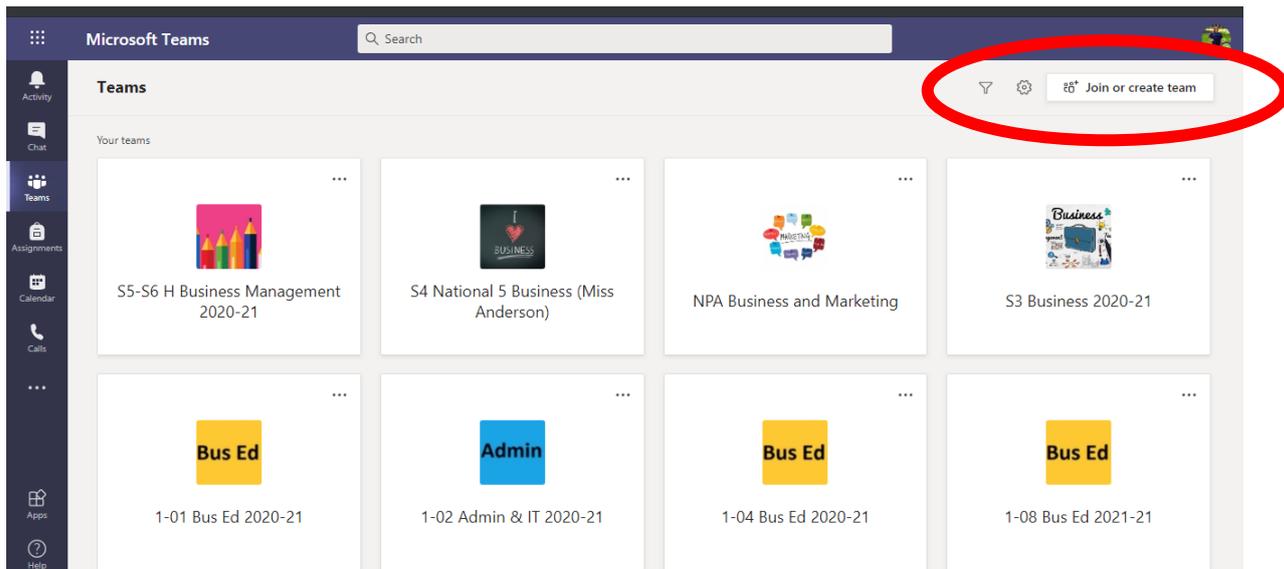


If you would prefer to have Teams on your Desktop, therefore you wouldn't have to log in through the Internet and Glow each time you required access, then you should choose to download the App and log in with your Glow details.

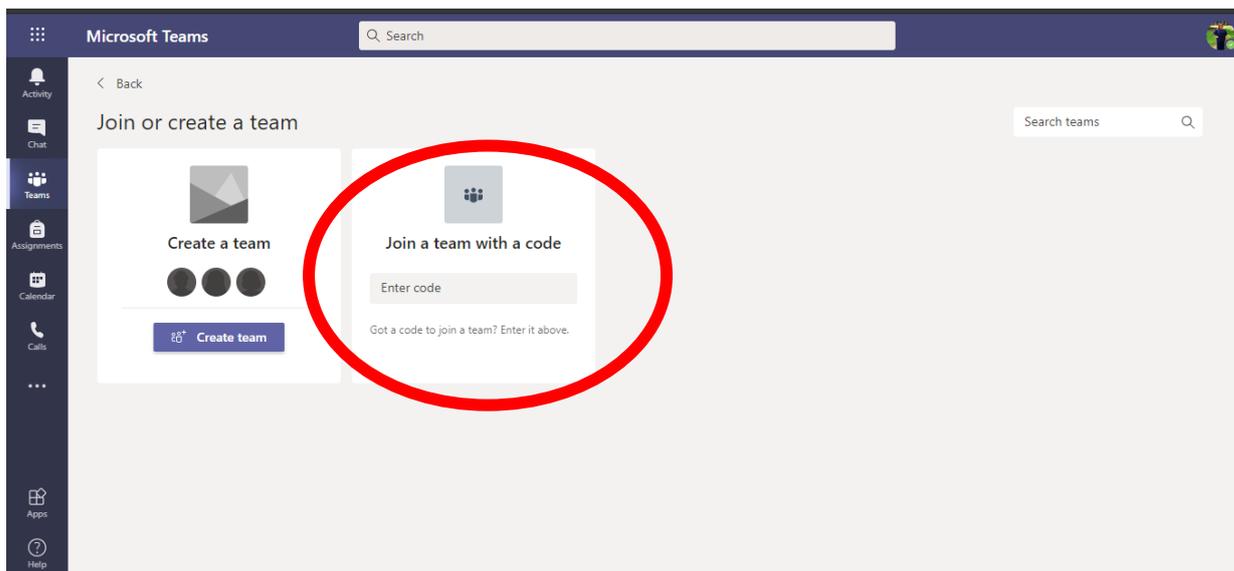


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Step 3 – If you have been asked by a teacher to join a new Team and have been given a code then you should click on the 'Join Team' button.



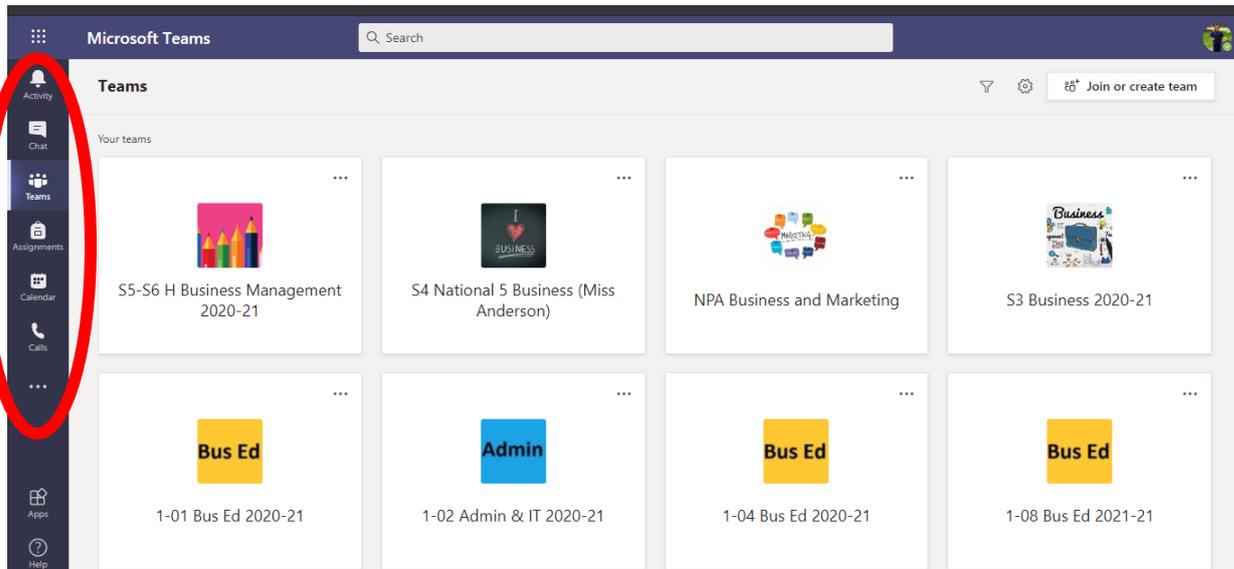
Step 4 – Enter the code that has been given to you by your Teacher in the box.



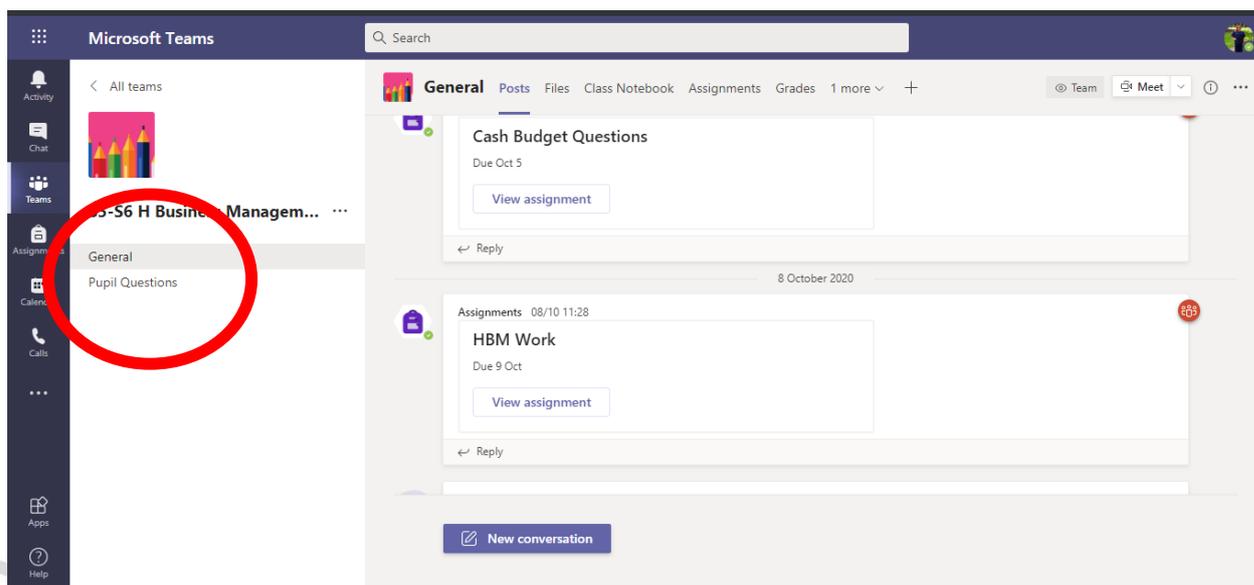


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Step 5 – All of your classes will then appear on your Teams ‘homepage’. To get back to this page at any point use the options down the left hand side of the screen and select ‘Teams’. Alternatively, you can view all of your class assignments in the one place by clicking on the ‘Assignments’ option.



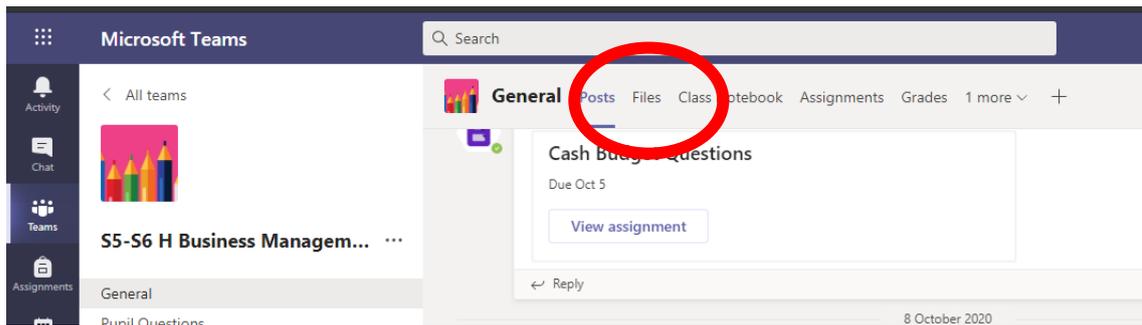
Step 6 – Once clicked in to one of your class Teams you will be taken to the ‘General Channel’. Here your teacher will post messages and your assignments. Most teachers have created a second channel solely for pupil questions.



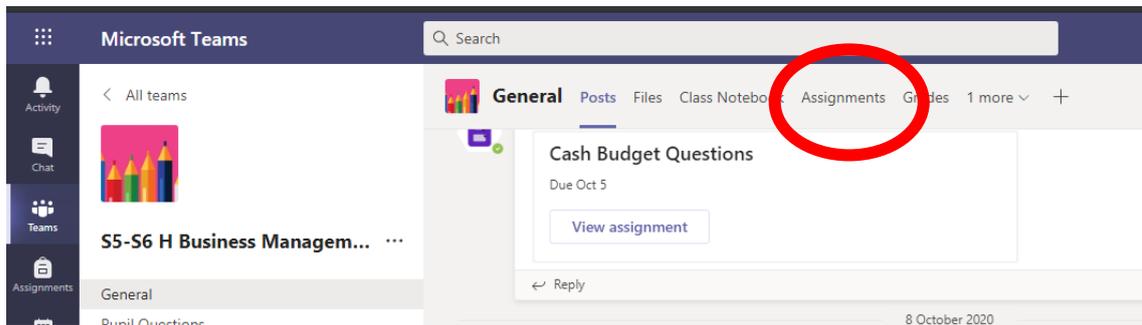


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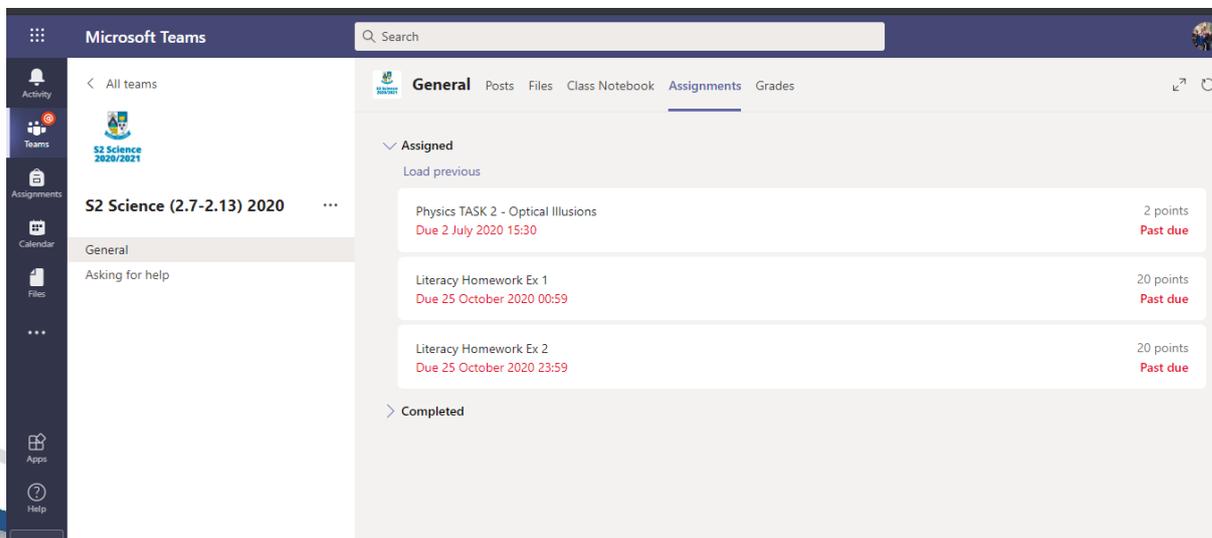
Step 7 – If you are looking for any class materials, for example PowerPoints, worksheets, notes etc. you will find all of these in the Files section of the Team.



Step 8 – To view your assignments for that class, select Assignments.



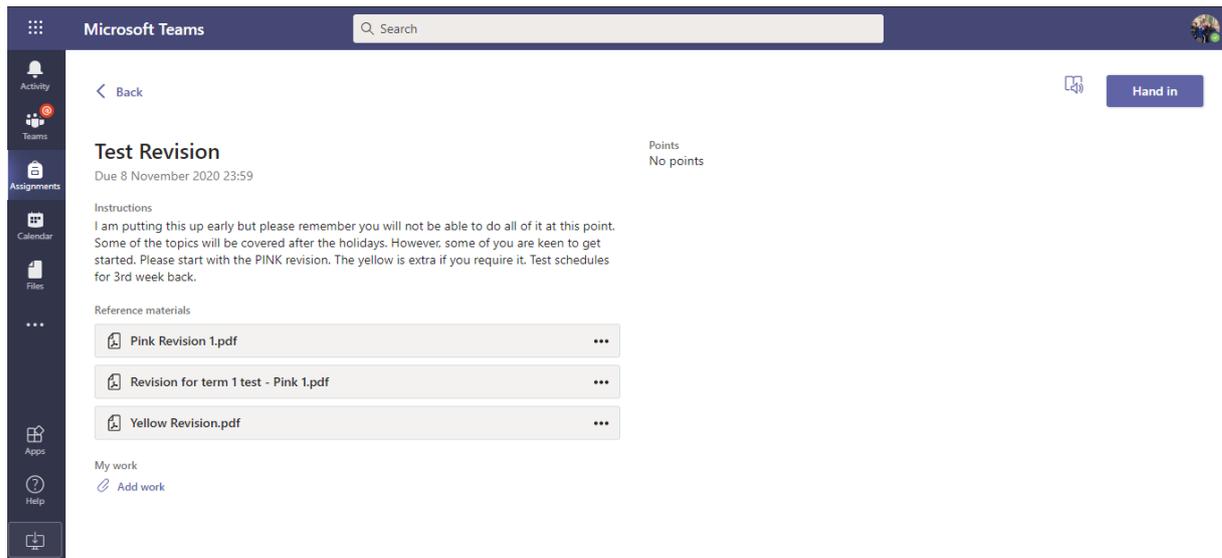
Step 8 – Once clicked on your Assignments, you will see all of the work your teacher has posted that is due for you to complete.



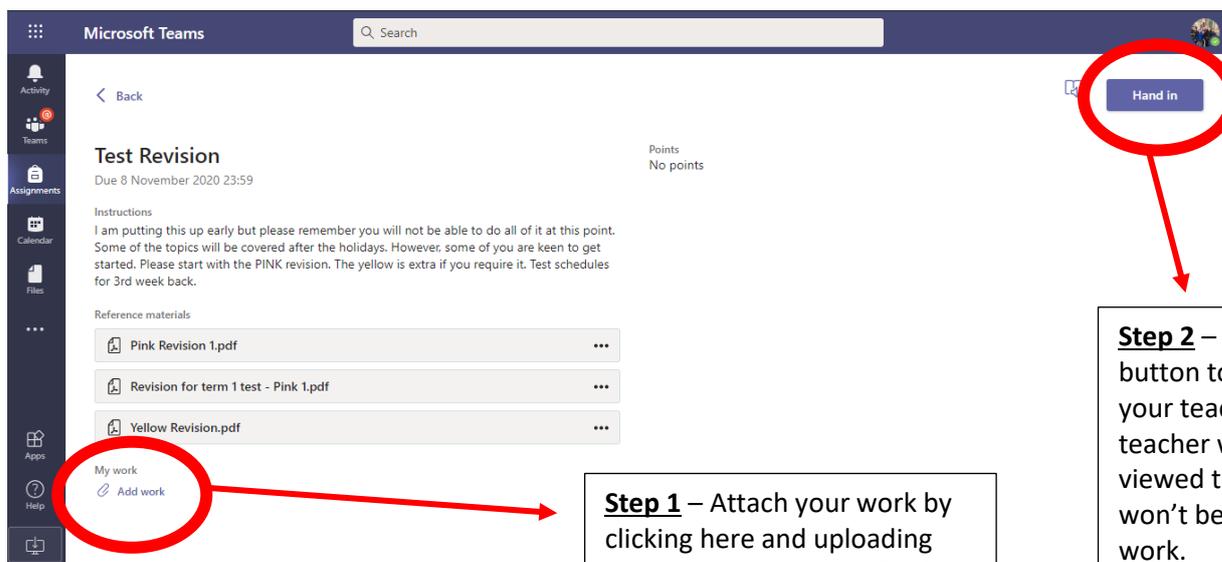


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Step 9 – Once clicked within an Assignment, you will see the work and any instructions that your teacher has left for you, along with any resources to help you complete the work.



Step 10 – Once you have completed the task, remember to submit the work back to your teacher for marking. You do this by attaching work by clicking on 'Add Work' and selecting a file either from your computer or your OneDrive. Once your document has uploaded remember to click on the purple 'Hand In' button so that your teacher can view and mark your work before returning it to you with comments.



Step 1 – Attach your work by clicking here and uploading work from either your Device or your OneDrive

Step 2 – You must click this button to hand your work in to your teacher otherwise your teacher will see that you have viewed the assignment but won't be able to see your work.